

Office of Employee Appeals

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$1,540,000	\$1,475,000	-4.2

The mission of the Office of Employee Appeals (OEA) is to render impartial, legally sufficient, timely decisions on appeals filed by District employees who challenge employer decisions concerning adverse actions for cause, reductions in force, performance evaluations, and classification of positions.

OEA was established as part of the 1978 District of Columbia Comprehensive Merit Personnel Act. The hearing board is composed of five members with demonstrated qualifications in the area of personnel management and labor relations. The board's chair also serves as the agency's executive director. The board is a quasi-judicial body charged with hearing and adjudicating appeals filed by District government employees under the applicable statute and board rules.

The agency plans to fulfill its mission by achieving the following strategic results goals:

- Reducing the average time to resolve an appeal
- Encouraging the use of the informal mediation process to resolve grievances to avoid costly and time-consuming formal litigation

Did you know...	
Telephone	202 727-0004
Initial decisions in FY 2001	326
Number of mediations and opinions and orders in FY 2001	40

Where the Money Comes From

Table CH0-1 shows the source(s) of funding for Office of Employee Appeals.

Table CH0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	1,339	1,400	1,540	1,475	-65
Gross Funds	1,339	1,400	1,540	1,475	-65

How the Money is Allocated

Tables CH0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group (Object Class level).

Table CH0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	835	842	915	895	-20
Regular Pay - Other	44	45	50	37	-14
Additional Gross Pay	9	47	0	0	0
Fringe Benefits - Curr Personnel	114	131	156	131	-25
Unknown Payroll Postings	-39	0	0	0	0
<i>Personal Services</i>	<i>963</i>	<i>1,064</i>	<i>1,121</i>	<i>1,062</i>	<i>-59</i>
Supplies And Materials	8	4	9	8	-1
Telephone, Telegraph, Telegram, Etc	9	9	9	10	1
Rentals - Land And Structures	255	269	275	305	30
Security Services	0	0	5	5	0
Other Services And Charges	24	-7	30	19	-11
Contractual Services - Other	54	44	48	48	0
Equipment & Equipment Rental	26	16	42	17	-25
<i>Non-personal Services</i>	<i>376</i>	<i>336</i>	<i>419</i>	<i>413</i>	<i>-6</i>
Total Proposed Operating Budget	1,339	1,400	1,540	1,475	-65

Table CH0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	13	11	15	15	0
Term full time	1	1	0.5	0.5	0
Total FTEs	14	12	15.5	15.5	0

Local Funds

The proposed Local budget is \$1,475,000, which represents a decrease of \$65,000 or 4.22 percent from the FY 2002 approved budget of \$1,540,000. There is a decrease of \$58,706 in personal services and a decrease of \$6,294 in non personal services. There are 15.5 FTEs funded by Local sources, which represents no change from FY 2002.

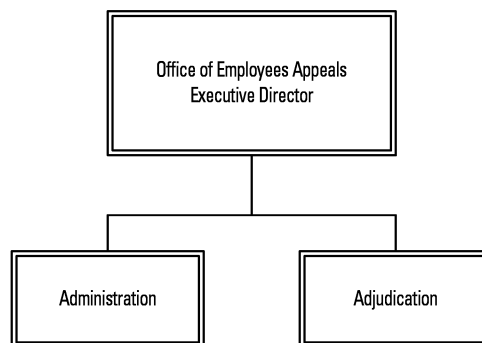
Significant changes are:

- A net decrease of \$58,706 in salaries and fringe benefits which includes an increase of \$15,976 for the pay raise approved in FY 2002; a decrease of \$22,522 to reflect the agency's actual submitted salaries; and a

decrease of \$52,160 associated with cost-savings initiatives.

- A decrease of \$1,000 in supplies primarily attributed to the absorption of the increase in fixed costs.
- A net increase of \$30,837 in fixed costs, primarily attributed to rent.
- A net decrease of \$11,418 in other and contractual services primarily attributed to the absorption of the increase in fixed costs and a decrease associated with the cost-savings initiatives.
- A decrease of \$24,713 in equipment primarily attributed to the absorption of the increase in fixed costs.

Figure CH0-1

Office of Employee Appeals**Programs**

To fulfill its mission, the Office of Employee Appeals provides two program areas:

Administration provides for the day to day management of the agency. The executive director is assisted by support staff in carrying out these duties.

Adjudication provides the agency's core service: hearing and adjudicating appeals filed by

District government employees in accordance with the enabling statute and Board rules. The OEA hears appeals from District government employees challenging an agency's final decision on: 1) a performance rating resulting in the employee's termination; 2) an adverse action for cause resulting in the employee's termination, reduction in grade, or suspension for 10 days or more; 3) a reduction in force. To conduct this

process, the employee is first granted an evidentiary hearing before hearing examiners, resulting in an initial written decision. That decision may be appealed to the OEA Board, whose general counsel then will prepare a written opinion and order. The Board's ruling may then be appealed to the D.C. Court of Appeals and appealed from there to the D.C. Superior Court. To reduce the number of time-consuming and expensive appeals, OEA also offers an informal mediation process with all hearing examiners having received mediation training.

Agency Goals and Performance Measures

Goal 1: Reduce the backlog of appeals.

Citywide Strategic Priority Area: Making Government Work

Manager: Warren M. Cruise, Executive Director

Supervisor: Warren M. Cruise, Executive Director

Measure 1.1: Number of initial decisions issued

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	320	320	320	320	320
Actual	348	326	-	-	-

Note: OEA has requested that the FY02 & FY03 target be adjusted from 320 to 200, approval pending statement of justification (1/14/01).

Goal 2: Issue Opinions and Orders on petitions for review.

Citywide Strategic Priority Area: Making Government Work

Manager: Harley J. Daniels, General Counsel

Supervisor: Harley J. Daniels, General Counsel

Measure 2.1: Number of Opinions and Orders (on petitions for review) issued

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	40	40	35	35	35
Actual	40	40	-	-	-

Note: The targets for 2002 and 2003 are a range of 30 to 40. For FY02, the OEA Board does not have a quorum. The number of Opinions and Orders to be issued will depend upon when a quorum is appointed and confirmed.

Goal 3: Encourage employees and agencies to mediate rather than adjudicate or litigate.

Citywide Strategic Priority Area: Making Government Work

Manager: Warren M. Cruise, Executive Director

Supervisor: Warren M. Cruise, Executive Director

Measure 3.1: Number of mediations conducted

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	55	15	15	15	15
Actual	12	0	-	-	-

Note: FY 1999 actual figure was lower than expected because the program was suspended to make procedural changes from October 1998 through September 1999. Beginning in 2001, the mediation rules were scheduled to be reviewed for compliance with the District's new personnel regulations.